



Position Description  
**Director of Middle School Ministry**

- Employee Classification:** This is a full-time exempt position.
- FPC Mission:** Our mission is to invite all people to say “yes!” to Jesus with their whole lives.
- Purpose:** The purpose of this position is to provide vision and leadership for the Middle School Ministry of FPC. This staff member will work collaboratively with the High School Ministry Director and Program Coordinator to have a unified vision and direction for our youth ministry.
- Accountability:** This position reports to the Associate Pastor of Discipleship Collaborates with Youth Staff and Youth Ministry Committee. Serves as staff resource, along with director of High School Ministry, to the Youth Ministry Committee. Supervise any Middle School Ministry summer interns

**Essential Traits:**

- Is a Christ-centered person and has a passionate and abiding walk with Jesus
- Holds a high view of and strong commitment to Scripture as the Word of God
- Possesses an understanding of and appreciation for Presbyterian polity (church government) and Reformed theology, especially as expressed in ECO: A Covenant Order of Presbyterians
- Has a passionate love for students and their families
- Has a solid understanding of and is skilled at teaching about spiritual formation and discipleship
- Has excellent team-building, leadership and discipleship skills
- Demonstrated ability to effectively teach and speak to youth and parents
- Has integrity both in word and action and exhibits identifiable fruits of the Spirit
- Is a servant leader and a team player
- Has a deep appreciation for and commitment to the work of the larger church beyond the area of youth ministry and encourages intergenerational ministry
- Possesses a shepherd’s heart and is gifted in caring for the lay people with whom he/she works
- Demonstrated experience as a leader and ability to build a team
- Is a learner and a teachable person
- Supervisory experience preferred
- An undergraduate degree

- At least 3 years' experience in youth ministry

**Responsibilities:**

**General Responsibilities:**

- In partnership with the Youth and Discipleship staff, set and refine the philosophy, vision and culture of youth ministry at First Presbyterian Church. Work with the church staff, Session, and Youth Ministry Committee, youth volunteers, and parents to create an engaging ministry of evangelism and discipleship.
- Participate in the pastoral care of the youth ministry, including developing and maintaining positive relationships with church youth, parents, and volunteers.
- Oversee the day to day operations of the Middle School Ministry at First Presbyterian, including Sunday School, weekly programming, Confirmation, trips, and special events.

**Specific Responsibilities:**

- Responsible for the coordination, execution, and planning for the Middle School Ministry. This currently includes programming for:
  - Sunday school
  - MOVE groups (small groups)
  - Wednesday Night Connect
  - Confirmation
  - Retreats, mission trips, fundraisers and other special events.
- Responsible for recruiting, engaging and training of youth ministry volunteers. Volunteers include Sunday School teachers, MOVE group volunteers, MOVE group coordinators, trip chaperones, Connect leaders, and Confirmation mentors.
- Participate in regular contact work with youth, parents, and volunteers, and build a relational ministry. Examples of this include being visible at student events once a week during the school year, and inviting volunteer leaders to accompany him/her at those visits. Connect personally with youth ministry volunteers at least once a quarter.
- Recruit, hire, and supervise any Middle School summer interns.
- Communicate with students, parents and volunteers about ongoing youth ministry activities and news.
- Develop and oversee a transition plan of Middle School students to the High School Ministry.
- Work with High School Ministry staff to have some regular, ongoing involvement in the Middle School Ministry, to create and facilitate relationships within the youth group as a whole.

**Staff Responsibilities:**

- Attend all staff meetings and retreats in which staff are expected to participate.
- Be a constructive and helpful support to other members of the staff, and work in collaboration to help better the ministry of the whole church.
- Serve as a team player committed to mutuality and accountability in the body of Christ.
- Other duties as may be assigned consistent with the rationale for this position.

**Interested qualified candidates should send the following to Amy Carlan: [amyc@1stpres.com](mailto:amyc@1stpres.com)**

- Cover Letter of interest
- Resume and References
- Statement of about your journey of faith (how you came to know and follow Christ)
- Personal Statement of Faith (theological beliefs)
- Statement on your Philosophy of Youth Ministry
- A sample of your Teach or Speaking in a youth context (video, mp3)